

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY COMMISSION MEETING HELD ON WEDNESDAY
APRIL 15, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN:

Louie A. Trujillo

COMMISSIONERS:

David Ulibarri Jr.

Michael Montoya

Barbara Casey

David Romero

Ember Davis

Absent

ALSO PRESENT:

Scott Aaron, City Attorney

Barbara Padilla, Interim Housing Director

Natasha Martinez-Padilla, Finance Specialist

CALL TO ORDER

Meeting was called to order by Chairman Louie A. Trujillo

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Louie A. Trujillo asked Commissioner Michael Montoya to offer the moment of silence. Commissioner Montoya offered a moment of silence saying to think about all those people in MiKinley County and San Juan County where the hot spots are with this virus (COVID-19 Coronavirus). He stated we are very fortunate that Las Vegas so far is at zero cases except for the one case south of Las Vegas. Commissioner Montoya prayed to the Lord Jesus to be with those families and to keep us away from all this evilness and help us to follow the direction of the Governor and stay home. He thanked the Lord for all the many blessings that have been bestowed upon us.

APPROVAL OF AGENDA

Commissioner David Romero made a motion to approve the agenda as presented. Commissioner David Ulibarri seconded the motion.

Chairman Louie Trujillo asked for a roll call. Roll call was taken and reflected the following.

Commissioner Michael Montoya	Yes	Commissioner David Ulibarri	Yes
Commissioner Barbara Casey	Yes	Commissioner Ember Davis	Absent
Commissioner David Romero	Yes		

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of February 19, 2020. Commissioner David Romero seconded the motion.

Chairman Louie Trujillo asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarri	Yes	Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes	Commissioner Michael Montoya	Abstained

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION**HOUSING AUTHORITY FINANCE REPORT**

Natasha Martinez, Financial Specialist stated she would be reporting on two months since a meeting was not held last month. She presented the Housing Authority's (HA's) Revenue and Expenditure reports for the months ending February 29, 2020 and March 31, 2020. Ms. Martinez stated for this month, the HA was at 65% with revenue. Ms. Martinez explained to the new Commissioners how the revenue day to date is calculated. For Dwelling Rent, she stated this is what the HA has billed out. There is \$357,572 as of February 29th and for Operating Subsidy this is also on the accrual bases. She stated the reason they have it on the accrual basis is because they had a few months that the funds were frozen. She stated they (HUD) are giving the HA one month at a time now for Operating Subsidy. This is what is due to and what is being earned by the Housing Authority, not necessarily what is in the bank account.

Ms. Martinez stated as of February 29, 2020, they had \$510,768. She explained that Other Income is going to be any late fees, unit repairs and any sort of interest income that they bill out is on there. For transfers, there are two transfers that come in. One is from Capital Grants, so 20% of the Capital Grant gets transferred to their general fund, in a sense but it is their Housing Low Income Fund. She stated right now this amount is at zero. She stated as soon as they are allowed to draw it down, they will do that. For the year it is \$109,000. They also have an additional \$2,763 that will be put together in a bar sent from Finance. They will then ask for Commission approval through that realm as well. She stated they had their 2016 grant that needed to be fully expended by Sunday, which it was, before the CARES (Coronavirus Aid, Relief, and Economic Security) Act took place and they allowed them to transfer what was left over of that grant into operations instead of moving it anywhere else.

Ms. Martinez stated the reason this number is at zero also is because they had \$15,000 which was in a previous repayment agreement between the City of Las Vegas and the Housing Authority with Housing and Urban Development to be transferring funds of \$15,000 a year from General Fund to the HA. She stated she knows that in the previous months there was money in there. She stated she spoke to Dominic Chavez who is the Deputy Finance Director. She said that he stated that he and the previous Interim Finance Director, Ms. Tana Vega had had done lump sum payments to the HA from Operations. She stated she was told it was \$150,000 at one time and another amount another time. She stated they weren't in the GL listed as transfers, so she will have to sit down with Dominic and see where they are budgeted. She stated back in 2016 is when they recorded the expense and the revenue so they can't re-record it into revenue. She stated the only way to do it is through a transfer, or a due to or due from. Ms. Martinez stated she could be wrong, but will get that clarification. She stated for February and March that number is a zero. As far as the CFP grant goes, they submitted all the forms that were required so she is waiting for it to be unlocked through the ELOCCS system and as soon as they unlock, they will drawn that money down. She stated it will be before June 30th, so they will have that \$109,000 additionally in the bank account.

Ms. Martinez stated for employee expenses, they are below what they were expecting for the month. They are at \$414,931 and at 63% budgeted to date and \$298,636 for operating expenses. In the operating expenses line item they had an item called betterments and improvements. This line item is for the money that gets transferred from General Fund to the HA to do projects to replace and refurbish the units that are in distress.

Ms. Martinez explained the money is kept in there until they get enough budgeted, and enough cash flow to do so. She stated with the additional money coming in, this might be the time to put those in there.

Ms. Martinez reported through March 31, 2020, the dwelling rent is at 72% with a billed out amount of \$403,645. Operating subsidy is at \$553,919. Housing other income is at \$11,862 giving them a year to date of 71%. She stated again that as soon as they have that transfer come in and they are able to budget and record the other transfers it will look a lot different. She stated for employee expenses they are at 70% with an actual of \$460,641 and operating expenses of \$349,318, for 42% of the budget being expended year to date.

Commissioner David Romero asked if Ms. Martinez was talking about the report on the General Ledger that he had asked the then City Manager at the last meeting. He asked if that had still not been addressed. Ms. Martinez stated no, and she apologized that she does not have an answer for Commissioner Romero because she does not see it on her side. She stated all she knows is that she did see the cash go up so she knows the cash flow was received in the bank account but as far as the line items that were touched, it was not a transfer line item and if there is a budget adjustment resolution or a bar, it would go to Mayor and Council. She stated if that is what is necessary and needs to happen they will also have to increase for that \$2,000. Ms. Martinez stated she can prepare it and help Finance get that as well so they can make sure it is all accounted for and in the right line item.

Commissioner David Romero asked if they had heard anything about a repayment plan. Ms. Natasha Martinez stated she spoke to Mandy Griego from Albuquerque HUD and a lot of the discussion has been about the CARES act and the notice that she will be discussing at the end of the Housing Director's report. She stated what she heard is that they did receive the resolution, and Mandy was not in agreement as far as the amount goes. Ms. Martinez stated Mandy Griego gets their general ledger every month in order to release the operating subsidy amount to the HA. She stated again that Mandy wasn't in agreement with the amount that was put on the resolution for the \$90,000 that was going to be there for the end of the fiscal year. She wanted to see where that amount was at. Ms. Martinez stated she knew Tana Vega sent Mandy the journal entries and she received the same journal entries from Dominic Chavez as well. She stated Mandy asked if she could compute and get it down to the \$90,000. Ms. Martinez stated she cannot, but that doesn't mean it's an incorrect number. It means at this time she needs to figure out where it is all coming from. She stated she knows it is a consolidated effort between Ms. Vega and Ms. Montoya at the time. Ms. Martinez stated she did brief the City Attorney about it and will work on it and try to figure out where the numbers are coming from and if they need to be adjusted or moved.

Commissioner David Romero stated the repayment agreement he is talking about is the 3.8 million. Ms. Martinez stated the left over amount needs to be added to that repayment agreement. She stated until they have that number for Mandy, she won't release it to the City. She stated it (the letter) will come to Dr. Taylor. Ms. Martinez stated that Ms. Griego was acting Director until March 30th and now Julian Barela is acting Director, but Mandy is still the HA's Specialist. Ms. Martinez stated once they get that number, it is already ready, but the final amount needs to be on there. She stated no one can sign the repayment agreement until the amount is on there. She stated it is going to be that 3.8 million which is \$112,000 per unit and then adding in those ineligible expended costs that were in there as well. Ms. Martinez stated at the end of the audit it had \$413,000 but then there was a change in the numbers and they said there was \$150,000 that was taken out of the \$413,000 and another transfer made, and somehow at the end of it all it was \$90,000. Ms. Martinez stated if it is only \$90,000 that is perfect, but Mandy Griego needs checks and balances and needs to know where it was budgeted, where it was sent out and all of that. Ms. Martinez stated at this time she has similar questions so she can't necessarily answer.

Commissioner David Romero stated it is frustrating as to how long it took and they still don't have that answer. Ms. Martinez stated she has gone through their financials, gone through the GL. She stated she had to submit their end of year for last year and when she submitted their FDS (Financial Data Schedule) to

Housing and Urban Development Real Estate Assessment Center (REAC) last Tuesday. She stated it had \$114,000 because that was the amount that was audited so that's the amount that was on the financials and that was the amount they saw. She stated when Mandy see's \$413,000 and she was told they transferred \$150,000, and they are saying it will be \$90,000, but showing nowhere in the budget for transfers, where can you see it getting accounted for.

Commissioner David Romero asked Chairman Trujillo if Dr. Taylor (City Manager) and Scott Aaron, City Attorney, will be meeting with Housing. He stated in his opinion, there has been a disconnect between Albuquerque and the administration from before. Chairman Trujillo stated absolutely, and that the City Manager will be setting up meetings with all departments. He stated they will get to meet the new finance person and catch her up to speed on all this.

Chairman Louie Trujillo asked what constitutes "other income". Ms. Natasha Martinez stated other income is late fees, and any sort of unit materials for damages and such. This also includes fraud recovery, which is for tenants with unreported income that are back charged.

Commissioner Michael Montoya said he understands back in 2016 Mayor and Council had an agreement for repayment and apparently that weren't followed through for three years. He asked, where we stand on that now. Ms. Martinez stated those are the amounts she was discussing, the \$90,000, but then it was \$413,000 at the end of it, but then last September when they were looking at it, the payments hadn't been up to date. She stated what they were allowing back then was for the City to not just pay actual cash, but they were allowed to do in-kind services. Ms. Martinez gave examples of what could be considered in-kind service.

Commissioner Montoya asked, when the last time the City Council approved the Housing budget was. Ms. Martinez stated the Housing budget is incorporated with the City's budget. She stated they do a separate presentation of the budget every year. She stated next month they will be presenting it. She explained that the reasons the HA presents it separate from the City's is because the HA needs to have Board approval, and be submitted to HUD by June 30th. It does not have to go separately to the Department of Finance and Administration but it does need to be Board approved in order to submit it to HUD. Commissioner Montoya asked if 2017 and 2018 Housing budgets were approved. Ms. Martinez said yes, they have all been approved. She stated they could not function without an approved budget. She stated the HA is not a component unit, they are a department of the City.

Commissioner Montoya asked about the person who is supposed to be here on behalf of the tenants, where do we stand on that. Ms. Martinez stated that Ember Davis is one of our Housing residents who put in an application for the position. There is no term in the ACOP for a resident commissioner. As long as she is a resident she is the tenant commissioner. Ms. Martinez stated there was previously a Housing Advisory Board and now there is a Resident Advisory Board who has a say and is made aware of any housing business.

Commissioner Montoya stated when he was here previously; they were the ones who started that commission. He asked if that was mandated by HUD. Ms. Martinez stated yes, it is.

Commissioner Barbara Casey stated at the January meeting, when Ms. Vega did her finance report, she said the HUD assessment report showed that the City owed \$3,808,000. She stated at that time that she had already paid the balance, which, at that time was a very small amount. She said they stated they had paid \$150,000 plus \$21,000 and that they were going to make another payment in February and that payment would bring the balance down to \$90,000. She stated that is what she has in her notes and she wrote what Ms. Vega said. She said they may want to ask Mr. Chavez to review her report for January to make sure it reconciles what is in the books.

Ms. Martinez stated what she and Mandy Griego have had a hard time doing it mapping it back to that \$90,000. She stated as soon as they can figure it out, that will be the amount. There are rules that need to followed

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Padilla informed the Commission that there is a monthly report included in the Commissioners packets. She stated there were some missing numbers she wanted to update on the report for March. On the first page under applications on file, the number there should be 83. Applications taken in the month of March is 9, applications in process is 2, and applicants requiring 504 ADA was 0. Applicants denied in general is 0, and applicants denied for drugs/crime related is 1.

Interim Director Padilla stated that due to the COVID-19 Coronavirus, the Housing Authority did close the lobby to the public on March 17, 2020. She stated they did notify their residents by mail and phone calls if needed. Residents were sent a letter along with instructions on how to reach staff in case of an emergency. Housing also provided a self addressed stamped envelope with billing for tenants to be able to submit their payments by dropping them off in the mail or the locked drop box outside of the office, which is working out very well. Interim Director Padilla stated they have given a longer time frame for the rent to be paid because of the current situation. She stated they have had a lot of residents reporting changes of income due to lost wages. She stated they are making the necessary adjustments to the rent as needed.

Interim Director Padilla stated that the administrative staff is currently rotating inside the office to ensure there is always someone answering phone calls. Maintenance staff is working on unit turnarounds in vacant units, so they are staying away from the public and confined to their units. Maintenance is conducting emergency work orders when needed and are using their proper PPE (Personal Protective Equipment). She reported that maintenance on call is doing after hour work orders for health and safety. Housing Managers are continuing their annual lease renewals, which is a little bit more difficult because the packets are quite big and they are trying to send them by mail. She stated they are conducting most business by phone and mail. The Housing staff is still conducting move-in and move-out's, they are just being handled a little differently.

Interim Director Padilla stated the Housing Authority is following recommendations given by the City of Las Vegas executive office as well as the Department of Housing and Urban Development. Ms. Padilla stated she will have Ms. Natasha Martinez discuss the CARES Act.

Ms. Martinez stated she will go over some broad points of the CARES Act due to the limited time constraints. This is HUD Notice PIH 20-05. Ms. Martinez wanted to address 3 points of the Act. First being, the annual plan, which is normally presented to the Board at this meeting. She stated that an open meeting, as well as a Resident Advisory Board meeting, were scheduled to take place on March 25, 2020. By this date the office was already closed and they informed the tenants they could not be having any gatherings. At that point HUD gave an extension, nationwide, till October 31, 2020. She stated they have until that date to have the required meetings.

Chairman Louie Trujillo suggested they use the City Chambers for the meetings and minimize the number of people. Ms. Martinez stated this is part of the problem because they cannot tell them only so many people can attend the meetings. Ms. Martinez stated that normally they have as few as 4 people show up and other times there are 20, so it just depends. Ms. Martinez stated a lot of the residents are elderly and they are the most vulnerable right now and most don't have the technical capabilities to do it virally.

Ms. Martinez stated she has also taken another look at the HA's annual plan and the 5 year plan in order address and possibly add to the plans any needs of the tenants that are now arising with the COVID-19. The focus currently is getting more people into houses, doing more unit turnarounds, doing testing on units due to seeing more drug issues which require testing and abatement of units in many cases.

Ms. Martinez stated that the 2016 grant deadline was to be fully expended and disbursed by Sunday. She stated that date did get extended but the HA was able to get the resolution into HUD. Ms. Martinez stated there are going to be additional monies available for stimulus packages, and they will get into more detail on that.

Chairman Louie Trujillo thanked the HA staff for all their hard work stating they are doing a great job.

COMMISSIONERS REPORT

Commissioner Barbara Casey stated she did not have anything to report but wanted to say it has been a pleasure working with both ladies and their staff. She stated they do an excellent job and always have answers for the Commission when they ask difficult questions. She stated she really appreciates them, saying they are very fortunate to have them working for the City of Las Vegas. She said, the finance reports, director's reports, and all the reports turned into the state and the Feds, are always meticulously done and she appreciates that very much. It is great to have perfectionist that are always willing to put in the extra time to make sure that everything they do is perfect, and she really appreciates it. She stated she is going to miss them. Interim Director Padilla and Ms. Martinez thanked Commissioner Casey and said they are going to miss her as well.

Commissioner David Ulibarri stated he knows they have been working on the property with the City and Daylight Donuts. He stated the last time they had a meeting, Housing staff told him that the surveyor said the wall was between the City and the owner. He stated the wall was built back in the late 80's 90's. He said the City built that. He said, "There is a liability on that Mr. Mayor and Mr. Manager". He said there is a liability because the wall is almost to fall down and they have been working on this for the last 6 months. He said he knows that they haven't had the budget or the operating budget, so they can use money to fix that wall, but there are concerns on it. He said there are kids that live in that area that roam around that wall. There are concerns on the property owner that the wall is almost to fall. He said there are cars driving by there so he would like the City Manager to take a look at that and see where they can go from there.

Commissioner Michael Montoya wanted to thank Ms. Martinez and Interim Director. He stated he stopped by the Housing Office before he was elected and they explained to him where exactly they are and situations and it helped him out a lot to be updated on 14 years of things that have been going on. Commissioner Montoya asked how the HA staff felt about the timing of the meetings, if they are too short or too long. Interim Director Padilla stated if they have more items to present, the meeting can be a little too short, but what they have done in the past, if they have several items on the agenda, they will request the meeting be started earlier. She stated if they Commission feels the meetings are not long enough she believes they can change that if requested.

Commissioner Montoya asked how the residents are dealing with the curfew put in place by the City. Interim Director Padilla stated her office has not received any complaints from residents about the curfew, the only calls they have been getting is tenants worried about where to pay their rent or what to do if their income has changed.

Commissioner Montoya asked about the late payments on the monthly report being the same every month. He asked if this was due to their check coming in late versus the due date of the payment. Interim Director Padilla stated the number of late payments is right, but these are not the same people paying late every month. At times it could be the same people paying late, but once they have paid late 4 times the HA starts eviction proceedings. Commissioner Montoya asked if it would help if the HA changed the date for the payment due. Interim Director Padilla stated that is something they can think about changing in the future. It can be done but the HA would have to get approval and amend the ACOP (Admissions and Continued Occupancy Policy) to reflect the changes. Commissioner Montoya said it doesn't look good on a report when people are continuously late. Interim Director Padilla stated it is actually a small fraction of tenants that are

paying late. She said there are about 251 families, and some months are harder for tenants such as Christmas, 4th of July and the beginning of the school year. She stated it is not the same people repeatedly paying late and they do pay it before the end of the month or do a repayment agreement.

Commissioner Michael Montoya asked Chairman Louie Trujillo and the City Manager when they will be seeing this vacant position opened up or being filled. Chairman Trujillo asked which vacant position he was referring to. Commissioner Montoya said Director of Housing. Chairman Trujillo stated this is something he will be discussing with the City Manager and will probably be happening after they meet with all the departments in the organizational meeting.

EXECUTIVE SESSION

No executive session at this time.

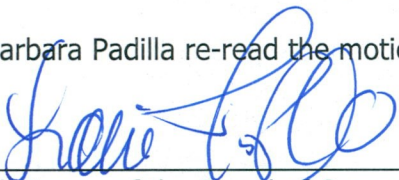
ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Ulibarri Jr. seconded the motion.

Chairman Vince Howell asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes	Commissioner David Ulibarri	Yes
Commissioner Michael Montoya	Yes	Commissioner Ember Davis	Absent
Commissioner Barbara Casey	Yes		

Barbara Padilla re-read the motion and advised the motion carried.



Chairman of the Board of Commissioners

ATTEST



Casandra Fresquez, City Clerk